



AFTERSCHOOL DAZE

2016-2017 Parent Handbook

McKinley & Providencia Elementary Schools



McCambridge Recreation Center

1515 N. Glenoaks Blvd.

(818) 238-5378

www.burbankca.gov/asd

afterschooldaze@burbankca.gov



city of burbank **PARKS
& RECREATION**

WELCOME TO AFTERSCHOOL DAZE!

The City of Burbank Parks and Recreation Department would like to welcome you and your child(ren) to Afterschool Daze (ASD) Drop In Program, a supervised recreational program for students in grades K-5. The 2016-2017 ASD Drop In program will be offered every school day, Monday through Friday, at McKinley and Providencia Elementary schools.

At ASD, we provide a safe environment for children with activities that enhance the children's physical, social, and cognitive development. Experienced staff lead the children in activities such as games, sports, nature, cooking, crafts, science, fitness, and special events. Homework time is designated daily and assistance is offered by staff. Please note that this is a drop in program and is not child care. We look forward to a great school year!

ABOUT ASD

PROGRAM HOURS

Program hours cover regular dismissal time, including early Tuesday dismissals. **We do not have coverage available for early kindergarten release.** Supervision is provided to meet the school's "minimum day" needs (usually 1:13 p.m. or 2:05 p.m. dismissal) at no additional cost. **The ASD program closes promptly at 5:00 p.m., late fees will be charged after 5:00 p.m.**

In the first several weeks of the school year, supervision is provided at the early dismissal time for schools with divided openings.

The ASD program cannot accommodate specific classroom schedule changes for field trips or other activities. If your child will be dismissed before ASD hours, please make arrangements to care for your child until regular pick up time at your school. Some schools will assist in accommodating children that have schedule changes until ASD care begins.

PARTNERSHIP WITH BURBANK UNIFIED SCHOOL DISTRICT

The City of Burbank Parks and Recreation Department staff offers the ASD program with the support of the Burbank Unified School District. All communication regarding program activities and child absences must be directed to the ASD staff, not to elementary school staff.

CONTACTING PROGRAM DIRECTOR

To speak with the program director or administrative staff, please call McCambridge Recreation Center at (818) 238-5378. The administrative staff can be reached until 6:30 p.m. Beyond regular

business hours, you may leave a message with night staff at McCambridge Recreation Center or send an email.

Program Director: Viviana Garzon
Email: afterschooldaze@burbankca.gov

STAFF

The ASD staff consists mostly of college students and college graduates. Many of the staff have taken or are currently enrolled in child development, education, and recreation classes. All ASD staff are CPR, First Aid, and Blood Borne Pathogens certified. In addition, staff go through the Live Scan fingerprinting process. The City of Burbank Parks and Recreation Department conducts bi-monthly staff meetings with focused training. The staff is enthusiastic and strives to make ASD an exemplary program!

The Recreation Leader at each site is the site supervisor of the ASD program. The Recreation Leader is an experienced part-time member of the City of Burbank Parks and Recreation Department. Each ASD site is staffed with one Recreation Leader and one or more Work Trainees who support and assist the Recreation Leader in all program activities.

PROGRAM SCHEDULE

Daily program elements include free play, homework time, and recreational activities and varies between both drop in sites. Each ASD site creates a monthly calendar of events to distribute to the children and parents. Calendars will consist of a variety of activities, ranging from arts, crafts, science, nature, cooking, physical activities or games.

PHYSICAL ACTIVITIES

Physical activities, games and fitness are scheduled often in an effort to help kids stay healthy and physically fit. If your child has any limitations that may affect his/her ability to participate in physical activities, please be sure to inform your site staff.

CONTACTING SITE STAFF

ASD staff carry a site cell phone that will be operational **during ASD hours**. Please call this number if you need to communicate with site staff during ASD hours.

- MCKINLEY ASD 818-854-1743
- PROVIDENCIA ASD 818-854-9513

Kind reminder: Do not call or text staff on their personal cell phones.

EMERGENCY INFORMATION

Please make sure all the information on your child's registration form is current and accurate. If you move or change phone numbers (work, cell, or home), please make sure that the information on your emergency forms is updated immediately.

MEDICATION

If your child requires medication during program hours, you and your doctor must complete a **Medication Release Form**. This form must be on file with the program director. ASD staff will administer the medication only with this form on file.

Please note any information that will help staff effectively supervise your children, for example: health considerations, special needs, etc. on their Registration Form.

DISCIPLINE POLICY

To prevent the need for discipline, the City of Burbank Parks and Recreation Department staff utilizes positive reinforcement techniques while communicating with the children. ASD staff recognizes and rewards appropriate behavior. However, if there is a need for discipline, appropriate action will be taken. The procedures used by the staff are designed to be fair, consistent and effective. First, the staff and child will discuss the inappropriate behavior and expectations of the child. If the problem continues, the child could have a warning, a time out, and/or participation privileges taken away. Parents will be notified when the child misbehaves. Continuous or major disciplinary problems could result in your child being suspended or expelled from the program.

PERSONAL PROPERTY

All articles of clothing and personal property should be clearly marked with your child's name. Be aware that possessions do get lost or misplaced; please discourage your child from bringing toys, radios, electronic games, headphones, etc. to ASD. Cell phones are not to be used during ASD hours. Children using cell phones will be asked to put them away. The City of Burbank Parks and Recreation Department is not responsible for the children's personal belongings.

PHOTOGRAPHS

The City of Burbank may use your child(ren)'s photographs and images for the purpose of publicizing and marketing City activities. No compensation will be given for use of these photographs and these images will become the sole property of the City of Burbank.

PARENT COMMUNICATION

We strongly encourage parent communication and cooperation with the staff. Good communication with each parent helps ASD staff relate to the children most effectively. Please feel free to communicate any special needs or address any concerns that you have to the staff. The staff will inform you of any behavior concerns regarding your child when necessary. Under no circumstances should a parent of one child attempt to discipline another child. In such a case, please address your concerns to staff.

PARENT VOLUNTEER & VISITATION POLICY

The City of Burbank Parks and Recreation Department is committed to providing safe and quality programs for your children. For the safety of the children in the ASD program, the City of Burbank

does not allow parents to volunteer or make extended visits during program hours. If you need to drop off a snack or talk to your child during program hours and you are not checking your child out, please limit your visit to less than five minutes. Engaging in activities or interacting with other children during program hours is prohibited. The limited visitation time allows for our staff to have better supervision of the children, limit their exposure to strangers and ensure a safer environment.

SCHOOL RECESS & HOLIDAYS

The City of Burbank Parks and Recreation Department offers day camp programs at various recreation centers during Winter Break, Spring Break, and Summer Break. The day camp program is separate from ASD and your ASD payment does not include these breaks. A designated registration date, location, and time will be determined for each activity. Look for more information at your site.

School and Afterschool Daze will be closed on the following Federal Holidays:

Labor Day	September 5, 2016
Veteran’s Day	November 11, 2016
Thanksgiving Day	November 24 and November 25, 2016
Martin Luther King, Jr. Day	January 16, 2017
President’s Day	February 20, 2017
Memorial Day	May 29, 2017

PUPIL FREE DAYS

On Pupil Free Days, which are not city-wide holidays, supervision will be provided from 7:30 a.m. to 6:00 p.m. at McCambridge Recreation Center for an additional fee. The fee generally ranges from \$30 to \$35. Look for registration forms at your site to register your child for the Pupil Free Days. The registration deadline will be approximately one week prior to the Pupil Free Day and will be listed on your monthly calendar. Late registrations will not be accepted. Only participants meeting the deadline may be registered for the Pupil Free Day care. A participant who does not meet the deadline will be placed on a waiting list and accepted only if a registered participant drops, making a space available. Registrations will be accepted at the ASD sites and McCambridge Recreation Center. Pupil Free Days are subject to cancellation when enrollment is low.

Pupil Free Days for 2016-2017 School Year:

- Wednesday, November 23, 2016
- Friday, February 13, 2017

SNACKS

Snacks will **not** be provided on a daily basis. If you wish to send an after school snack for your child, please make sure his/her name is clearly marked on the container. There may be occasions when the children participate in a cooking activity or make a snack. Please make sure the site staff is aware of all food allergies and/or dietary restrictions.

SIGN IN & SIGN OUT

STUDENT SIGN IN

McKinley: Participants will meet the ASD staff at the lunch shelter and sign themselves in.

Providencia: Participants will meet under the lunch shelter, but do not have to sign in.

SIGNING OUT

McKinley: Parents may pick up their children at the lunch shelter/playground. Rather than honking to pick up your children, we encourage parents to come in to ASD to pick up their children. Parents may enter the school through the gate on Elmwood Avenue.

Providencia: Parents must pick their children up at the school's front office. The Providencia office staff will radio the ASD staff to send their child(ren) to the office.

The ASD program may deny access to an adult whose behavior presents a risk to children present in the facility or whose actions disregard the rules and regulations of the program. Furthermore, children will not be released to an adult who appears to be under the influence of drugs or alcohol. If any of these situations appear to be a continuing problem, your child may be dropped from the program.

COURT ORDERS

Parents are automatically authorized to pick up their children. The ASD program can not restrict the rights of one parent at the request of the other parent. If there are extenuating circumstances, please contact the ASD Director.

LATE PICK UP FEES

The closing time of the program at each site is 5:00 p.m. You must pick up your child by this time. Late fees are charged starting at 5:01 and are due when your child is picked up. You will be charged \$5.00 for the first 15 minutes you are late picking up your child(ren) and an additional \$1 per minute thereafter. Children are not allowed to be on school campus unsupervised. Please make arrangements for your child to be picked up by 5:00 p.m. Picking your child up late on a consistent basis or picking up your child excessively late will result in your child being dropped from the program.

AFTERSCHOOL EXTRACURRICULAR ACTIVITIES

Children are welcome to participate in school sponsored after school activities where the ASD program is provided on campus. An **Activity Participation Release** must be signed by the parent to allow the child to attend an on-campus activity. **NOTE:** children will be responsible for returning to ASD on their own. Staff cannot retrieve students from afterschool activities.

PROGRAM LOCATIONS

The ASD Drop In program will take place on the school grounds of McKinley and Providencia schools.

SCHOOL	WHERE THE CHILDREN MEET*	PICK UP LOCATION*
McKinley	Lunch Shelter	Lunch Shelter/ Playground
Providencia	Lunch Shelter	Front Office

* Dismissal times and locations subject to change.

In case of inclement weather, the program will be held indoors in a room provided by the school.